

Approved

Thomas F. Walker  
Date

MINUTES OF THE HOUSE COMMITTEE ON GOVERNMENTAL ORGANIZATION

The meeting was called to order by REPRESENTATIVE THOMAS F. WALKER at  
Chairperson

7:30 a.m./~~p.m.~~ on WEDNESDAY, MARCH 29, 1989 in room 522-S of the Capitol.

All members were present except:

Committee staff present:

Avis Swartzman - Revisor  
Julian Efird - Legislative Research  
Carolyn Rampey - Legislative Research  
Jackie Brey Meyer - Committee Secretary

Conferees appearing before the committee:

Terry Harmon - Assistant State Archivist, Kansas State Historical Society  
Dennis Taylor - Executive Assistant For Operations, Office of the Governor

Chairman Walker called the meeting to order.

HB 2555 - transferring the state records center to the supervision and control of the state historical society

Mr. Terry Harmon, Assistant State Archivist, testified that for thirty years state law has authorized the Department of Administration to operate a centralized storage facility for inactive records of state agencies. No funding has ever been authorized for this. HB 2555 would transfer authority to operate a records center to the State Historical Society. Mr. Harmon passed around a book that had been stored for only six years, but was covered with dirt and mold. He stated that in order to prevent destruction of valuable records, the state archives program must be a part of a comprehensive records management system. (Attachment 1)

In answer to a question from one of the committee members, Mr. Harmon said the fiscal note would probably be around \$170,000 to \$175,000 at first and then drop to \$130,000. The fiscal note has not as yet been prepared. It would be subject to the Appropriations Committee.

Representative Graeber moved that HB 2555 be amended to take effect in the statutes and be passed favorably. Representative Wiard gave a second to the motion. The motion carried.

SB 336 - relating to personnel of the Kansas Lottery

Dennis Taylor, Governor's Office, appeared on behalf of the Kansas Lottery in support of SB 336. He directed attention to lines 40 and 41 of the bill "(4) a director of finance; (5) a director of sales and such professional sales related to positions as may be necessary within the sales division;" the sales position is in effect on board already. That salary would be in the mid-forty range. The other position would be about the same amount. Both positions are unclassified. (Attachment 2)

Questions were asked of Mr. Taylor concerning lottery turnover, positions and salaries. Julian Efird, Legislative Research, distributed an attachment entitled "The Kansas Lottery Employee Roster". (Attachment 3)

Mr. Taylor commented on the Arthur Young review of the lottery. He said it was a very cursory review of a general nature and not a true audit. Legislative Post Audit reviewed what had been accomplished by Arthur Young. At some point an audit will be done. The lottery is only 1½ years from its start date. There are approximately 120 positions, with 90 filled. Positions are filled subject to need/justification. There is some turnover in the lower ranks.

Representative Graeber moved that SB 336 be passed. Representative Sughrue seconded the motion. The motion failed.

Chairman Walker asked the Committee to report at 7:30 a.m. tomorrow.

The meeting was adjourned.



COMMENTS CONCERNING HOUSE BILL NO. 2555

Presented to the House Committee on Governmental Organization  
by Terry Harmon, Assistant State Archivist  
Kansas State Historical Society  
Department of Archives

March 29, 1989

I appreciate very much this opportunity to appear before the committee as a representative of the State Historical Society's department of archives.

House Bill No. 2555 is a proposal to amend K.S.A. 75-3509. For thirty years this law has authorized the Department of Administration to operate a centralized storage facility for inactive records of state agencies, but no funding has ever provided for implementation of it. This bill would transfer authority to operate such a records center to the State Historical Society.

As custodian of the official state archives, the Historical Society has responsibilities for identifying, acquiring, and preserving state and local government records with permanent value, and also for making information in such records accessible to the public.

In order to fulfill these responsibilities in an efficient manner, the state archives has to be part of a comprehensive records management system. Identifying documents with archival value, for example, requires conducting comprehensive surveys of the records held by each agency. Preparation of retention and disposition schedules is necessary to prevent the destruction of valuable records and to make the operations of the State Records Board efficient. Providing advice and assistance to state and local agencies with regard to proper records storage techniques is required to prevent damage to documents which eventually will be placed in the state archives. Formulation of microfilming standards is essential to make certain that the information contained on the film can be preserved permanently.

K.S.A. 45-406 and 45-412 direct the state archivist and his staff to perform such records management tasks, and in recent years we have been doing so at an increasing pace. We have assisted a number of agencies in conducting records surveys and in preparing retention and disposition schedules which have been approved by the State Records Board. A records management manual for local governments has been prepared and a similar volume for state agencies soon will be completed. A number of workshops have been held to train state agency personnel in the basic principles and practices of records management.

The Historical Society has become, in other words, the primary records management agency in Kansas government. If funding ever is provided for operation of the records center authorized by K.S.A. 75-3509, it would be sensible to have it operated by the agency which provides most other records management services. Secretary of Administration Shelby Smith has expressed agreement with this contention and support for the change proposed in this bill.

Throughout most of her history, Kansas relegated records management responsibilities largely to each state and local agency. The results frequently have been quite unfortunate. Some agencies have destroyed many records possessing

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historical or research value, while others have wasted large sums of money by never discarding anything and by keeping records far too long in expensive office space. Because of inadequate storage conditions, some records have been severely damaged or destroyed by water, mold, insects, and rodents. An example is the volume containing official copies of enrolled laws approved by the legislature only six years ago which I brought with me this morning.

Countless hours have been wasted by agency personnel who had to search for particular documents buried in massive quantities of paper stored in a state of chaos. The public has not had adequate access to the information held by state agencies because the custodians of records have not known what documents were in their custody or where they were located.

Through a great deal of effort--sometimes involving very dirty physical labor producing considerable perspiration--the small staff of the Historical Society's archives department has begun to improve this situation. The next essential step is establishing a centralized facility for storage of inactive records of state agencies until they may be destroyed or transferred to the state archives. It may not be possible to fund setting up such a records center during FY 1990, but we at least want to achieve the change in statutory authority envisioned by H.B. 2555.

In order to prevent the destruction of valuable records, the state archives program must be part of a comprehensive records management system. If we are to create such a system, and if we are to have efficient cost-effective government, Kansas someday must establish a records center. The State Historical Society therefore would greatly appreciate positive action on H.B. 2555 by the House Committee on Governmental Organization.

STATE OF KANSAS



OFFICE OF THE GOVERNOR

State Capitol  
Topeka 66612-1590  
(913) 296-3232

Mike Hayden Governor

TESTIMONY OF DENNIS TAYLOR  
EXECUTIVE ASSISTANT FOR OPERATIONS  
OFFICE OF THE GOVERNOR

MR. CHAIRMAN, AND MEMBERS OF THE COMMITTEE:

I am Dennis Taylor, Executive Assistant to the Governor for Operations. I appear on behalf of the Kansas Lottery in support of Senate Bill 336.

Since the adoption of the legislation creating the Lottery, Lottery officials have been attempting to retain a Chief Fiscal Officer. For a variety of reasons, they have been unsuccessful. Most of the problems have been due to the difficulty of matching the necessary experience with the amount that can be paid under a civil service position.

Since shortly after the adoption of the legislation creating the Lottery, there has been an unclassified head of the Sales Division who was hired under the original statutory language permitting the hiring of: "a director of marketing and such professional marketing and sales related positions as may be necessary within the marketing division."

The need for a split between the Sales and Marketing Division and the specific creation of an unclassified Director of Sales has been testified by lottery officials as necessary to reflect the reality of the existing structure which is working well.

With the creation of these two divisions comes the need for a specific Director of Sales as an unclassified position to complement the Director of Marketing as an unclassified position in the original statutory language.

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THE KANSAS LOTTERY EMPLOYEE ROSTER

EXECUTIVE DIRECTOR'S OFFICE

Executive Director	Larry Montgomery	120583	U
Deputy Exec. Director	Barbara Frick	120656	U
Ass't Attorney General	Carl Anderson	120655	U
Auditor IV	Jim Giordono	120593	C
Special Assistant	Jane Elliott	120657	U
Public Info. Coordinator	Dena Wallace	120662	U
Executive Secretary	Marjorie Smith	120640	U

SECURITY DIVISION

Director of Security	Bob Clester	120658	U
Secretary II	*(VAC) Interview	120642	C
System Anal/Prog Mgr.	Jerry Oliver	120594	C
Special Inv. III	Richard Hutcherson	120596	C
Special Inv. III	Richard Dunbar	120597	C
Special Inv. III	Mark Wilson	120598	C
Special Inv. III	Ron Tremblay	120599	C

MARKETING DIVISION

Director's Office

Director of Marketing	Dennis Kiliany	120660	U
Secretary II	*Beverly Lutz	120652	C
Office Assistant II	*Patricia Acord	120623	C

Advertising Section

Lottery Comm. Coordinator	Paul Louderman	123677	C
Graphic Designer II	Stephen Taber	120627	C

Game Development and Design

Administrative Officer II	John Walker	120628	C
Sales Rep. (Pull Tab Mgr.)	Cheryl Gardner	125477	U

Special Events Section

Administrative Officer II	Brenda Cejda	120617	C
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SALES DIVISION

Director's Office

Director of Sales	Mark Hutchinson	120663	U
Secretary I	*Ginger Graber	120651	C

Corporate Account Section

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Key Account Rep.	Elizabeth Scull	120670	U
Key Account Rep.	Marsha Jantz	120669	U

Tell-Sell Section

Sales Rep. (Tell-Sell Mgr.)	Ron Scheffler	132608	U
Tell-Sell Rep.	*Todd Brown	120664	U
Tell-Sell Rep.	*Matt Cates	120668	U
Tell-Sell Rep.	*Stephen Slimmer	120666	U
Tell-Sell Rep.	*Terri Robinson	120665	U
Tell-Sell Rep.	*Claudia Sicklesteel	120667	U

Northern Regional Office

Reg. Sales Manager	Jim Engroff	125418	U
Sales Rep.	Ted Cunningham	124921	U
Sales Rep.	Vernon Beethe	124924	U
Sales Rep.	Dean Wyss	125130	U
Sales Rep.	Don Harsh	125469	U
Sales Rep.	Adrain Counts II	125470	U
Sales Rep.	Patrick Scott	125473	U
Sales Rep.	Chris Canfield	133647	U
Sales Rep.	Jim Rush	133646	U
Office Assistant II	*Kevin Williams (3/18)	124673	C
Office Assistant II	*Vacant	124674	C
Vault Administrator	*William Adkins (10/3)	132066	U

Southern Regional Office

Reg. Sales Manager	Evan Keenan	125106	U
Sales Rep.	Tim Krug	124941	U
Sales Rep.	Wendall DeLong	125211	U
Sales Rep.	Richard Sherrer	125476	U
Sales Rep.	Norma Steele	125475	U
Sales Rep.	Donald Gragg	125207	U
Sales Rep.	Tammy Harris	125474	U
Sales Rep.	Roger McKnight	125478	U
Sales Rep.	Catherine McDowell	133509	U
Sales Rep.	Pollie Auston	133648	U
Sales Rep.	Cathy Dalton	133649	U
Office Assistant II	*Joyce Martin	124483	C
Office Assistant II	*Vac (in sec)	124940	C
Office Assistant II	*Vacant	124484	C
Vault Administrator	*Robert Armstrong	132069	U

Eastern Regional Office

Reg. Sales Manager	Tom Hofts	125480	U
Sales Rep.	Lori Honeyman	124919	U
Sales Rep.	William Daugherty	125191	U
Sales Rep.	Steven Counts	124942	U
Sales Rep.	Greg Colman	125472	U
Sales Rep.	Karla Skinner	125294	U
Sales Rep.	Jack Call	125210	U

Sales Rep.	Kelly Johnson	125471	U
Sales Rep.	Randall Pierce	132064	U
Office Assistant II	*Michelle Robinson	124939	C
Vault Administrator	*John Wilkens	132068	U

Western Regional Office

Reg. Sales Manager	David Walter	125481	U
Sales Rep.	Richard Konold	124926	U
Sales Rep.	Bob Harkness	125417	U
Sales Rep.	Lester Heinemann	125209	U
Sales Rep.	Richard Williams	125218	U
Sales Rep.	Ben Vidrickson	125479	U
Sales Rep.	Abby Hartshorn	133716	U
Office Assistant II	*Glenda Fletcher	124929	C
Office Assistant II	*Amy Zielke	124932	C
Vault Administrator	*Vergil Wright	132067	U

ADMINISTRATION DIVISION

Director's Office

Director of Admin.	Jim Huff	120659	U
Secretary II	*Denise Gassman	120643	C
Office Assistant II	*Peggy Myers	120646	C

On-line Game Section

Tele. Specialist III	Steve Crabtree	120591	C
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Personnel and Office Services Section

PMSIII	Carla Nolan 3/18	120589	C
PMS I	*Gail Smith	120650	C
Office Assistant III	*Rose Romero	120641	C
Office Assistant IV	*Pam Moore	120619	C
Keyboard Operator I	*Vacant	120622	C

Purchasing Section

State Contracting Officer	Jack Godfrey	120590	C
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Warehouse and Mailroom Section

Administrative Officer I	Jay Core	120618	C
Storekeeper II	*Steve Stattleman	120624	C
Office Assistant II	*Beverly Dutton	120645	C
Office Assistant I	*Randy Johnson (3/18)	120614	C
Office Assistant I	*Vacant	120625	C
Storekeeper I	*Vacant	120626	C

Retailer Application Section

Office Specialist	*Mike Todd	120612	C
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Office Assistant III	Vacant	120616	C
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Data Processing Section

Sys. Analysis & Prog. Mgr.	Vacant	120595	C
Office Assistant I	*Jody Trude 4/3	120621	C
Systems Analyst III	Tim Swietek	120601	C
Systems Analyst II	Frank Calvillo	120602	C
Programmer III	*Ely Meza	120603	C
Programmer II	*Vacant	120604	C
Computer Operator II (50%)	*Todd Hepworth	120605	C
Computer Operator II (50%)	*Jenny Howard (3/18)	120605	C
Computer Operator II	*Richard Arnold	120606	C

FINANCE DIVISION

Director's Office

Director of Finance	Vacant	124920	U
Accountant III	Vacant	120592	C
Secretary I	*Patty Schalk	120647	C

Ticket Validation and Retailer Accounting Section

Accountant II	Kevin Scott	120609	C
Office Assistant III	*Wayne Regnier	120648	C
Office Assistant III	*Sherri Feldkamp	120611	C
Office Assistant III	*Cheryl Crow	120613	C
Office Assistant I	*Jay Gaunt	120620	C
Office Assistant I (50%)	*Jared Maag	120615	C
Office Assistant I (50%)	*Claudette Oldham	120615	C

Fund Accounting Section

Accountant IV	Carolyn Brock	120608	C
Accountant III	Ralph Gomez	120607	C
Accountant I	Kim Shadduck	120610	c
Office Assistant III	*Louise Willbourn	120649	c
Office Assistant II	*Vacant (in sec)	120644	C

Budget Section

Administrative Officer II	Craig Peavler	120600	C
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TEMPORARY EMPLOYEE ADDRESS & POSITION #'s

ADMINISTRATION

T	Wanda F. Core 421 Conn Council Grove, Ks. 66846 492-38-3089 Works approximately one (1) week a month.	Office Assistant I 126460 11:30-3:30 Tues & Wed 316-767-6514
I	Kim Day PO Box 12 Ozawkie, Ks. 66070 515-58-5670 Works approximately two (2) days a week.	Office Assistant III 135105 Daily 8-5 913-863-2363
T	Edward L. Dennis 1188 College Topeka, Ks. 66604 515-22-3612	Office Assistant I 126411 8-5 Daily 913-234-4683
T	Deanna L. Newman 800 SW 8th Topeka, Ks. 66603 512-60-5334	Office Assistant I 127446 8-12 Daily 913-286-1462
I	Candance Grim 2309 SW 33rd Topeka, Ks. 66611 201-38-7619	Office Assistant II 135658 8-5 Daily 913-266-5810
T	James Harrington (Scott) 2330 SE Croco Rd. Topeka, Kansas 66605 509-09-0637	Office Assistant I 132799 8-5 Daily 913-354-1066
I	Lisa Harrington 2330 SE Croco Rd. Topeka, Ks. 66605 514-86-4368	Office Assistant I 134475 8-5 Daily 913-351-1066
T	Michael Hindman 1820 Mulvane Topeka, Ks. 66604 510-88-9687	Office Assistant I 135021  913-296-9228
I	Cheryl Krob 352 Maybelle Wichita, Ks. 67209 514-50-1666	Office Assistant II 132664 8-5 Daily 316-722-8956
I	Tammy Sneel 809 Liberty	Office Assistant III 135108

Oskaloosa, Ks. 66066  
513-78-6017

8-5 Daily  
913-863-2824